

U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE

VACANCY ANNOUNCEMENT NUMBER: 11-62

OPEN TO:	In-House Candidates Only	OPENING DATE:	April 27, 2011
POSITION:	Shipment Supervisor	CLOSING DATE:	May 10, 2011
GRADE:	FSN-9; FP-05*		
POSITION NO:	P-52141		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US \$50,043 p.a. (Starting salary) (Position Grade: FP-05 to be confirmed by Washington) *Ordinarily Resident: Rs.1,136,135 p.a. (Starting salary) (Position Grade: FSN-9)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate in Peshawar is seeking an individual for the position of Shipment Supervisor in the General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent supervises all shipping matters for the U.S Consulate Peshawar including shipments for American officers. Coordinates movement with the U.S Consulate General Karachi office(s) and embassy Islamabad. Inspects all incoming surface/air shipments, Customs Baggage Declaration Forms for HHEs and UABs. Reviews the current status of shipments under clearance to minimize clearance time and cost to the US Government. Reviews incoming correspondence and telegrams, directs appropriate action, and drafts response as required for all customs and shipping activities. The incumbent is the primary point of contact for the department of defense (DOD) Liaison Officer at the Embassy for tracking and resolving all DOD shipments.

The incumbent will also supervise one shipping and travel assistant, one travel clerk and one DOD customs expediter.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of university degree (14 years of education) in science, arts or commerce is required.
- 2. EXPERIENCE:** Four years progressively responsible experience in logistics, transport, and/or customs is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking English and Level III (good working knowledge) Reading/Writing/ Speaking Urdu & Pashto are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have knowledge of local transportation regulations and customs. Familiarity with Logistical operations and handling of heavy cargo is required
- 5. ABILITIES & SKILLS:** Must have strong professional skills and be able to manage often difficult and complex situations and negotiations. Must be able to develop and maintain professional contacts with local officials in a wide range of offices and agencies. Must be able to work independently and complete tasks promptly. A valid Pakistani drivers' license for motor car/jeep is required. Must be computer literate in MS Office suit with good typing speed.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 10, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.